



The MISSISSAUGAS OF THE CREDIT FIRST NATION

is accepting applications for the Full Time Permanent position of

**“Field Coordinator”**

Closing Date: October 14, 2021 at 12:00pm

**Job Summary:**

The Field Coordinator is responsible for providing administrative support to the DOCA Archaeological Operations Supervisor.

**QUALIFICATIONS**

**Education and Experience**

- Grade 12 or equivalent
- 2 years related work experience
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**Knowledge**

- Working knowledge of the use of office machines – fax, photocopier, shredder, cell phone
- Background in computers, with specific knowledge of Microsoft Word and demonstrated proficiency with Excel, Word and PowerPoint

**Skills/Abilities**

- Excellent written and verbal communication skills
- Highly organized
- Ability to work unsupervised as well as work cooperatively with other staff and management
- Excellent analytical, communication, and interpersonal skills
- Willingness to work flexible hours and weekends when necessary; subject to tight deadlines

**Other Requirements**

- Must have access to reliable transportation
- Must be available mornings, evenings, and weekends

**Salary:** \$32,953.50 – 46,805.50

Please submit your cover letter, resume, proof of educational qualifications and three current references to:

The Mississaugas of the Credit First Nation  
**Attention: Personnel Committee**  
2789 Mississauga Road  
Hagersville, ON  
N0A 1H0

Applications will also be accepted by fax at 905-768-1225 or via email at the address listed below.

A detailed job description is available at the New Credit Admin Building or by email at [stephanie.laforme@mncfn.ca](mailto:stephanie.laforme@mncfn.ca)

**Miigwech to all who apply, only those candidates selected for an interview will be contacted.**